

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

January 30, 2002

J. Marston
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FEB 04 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, B. Hotchkiss

Approval of Minutes

It was noted that the date on the November 28, 2001 minutes filed in the committee book said October 22 and should be corrected. The November 28, 2001 minutes were then approved on a motion by Sobeck, seconded by Palmer and carried.

Disaster Recovery Plan

Deborah Button, Information Technology Director, stated that she completed a grant application for disaster recovery and would be mailing it this afternoon. Ms. Button indicated that the grant is for recovering active records, and she requested \$56,767.87. The County's contribution would include office space and minor changes to the office space. Ms. Button plans to use an office at the landfill as an off sight backup location and hopes to connect the County Office Building with the off sight location by T-1.

Committee members agreed to call a special meeting if we receive notification that Allegany County will be a grant award recipient so that a resolution accepting and appropriating any funds can be sponsored.

Obsolete Computers

Ms. Button stated that the County has several older computers that she would like to sell under sealed bid. She is currently working with Daniel Guiney, County Attorney, regarding bid forms. Ms. Button would like to advertise the opportunity to bid on the computers in the newspaper, and then set the computers up in her office so that people can look at them. A motion was made by Burdick, seconded by Sobeck and carried to proceed.

Resolution No. 60-02

Committee members briefly discussed Resolution No. 60-02 – RESOLUTION SUPPORTING APPLICATION OF NEW YORK STATE PUBLIC SERVICE COMMISSION REQUESTING DELEGATED AUTHORITY TO CHANGE EXISTING AREA CODE BOUNDARIES.

Committee members requested Brenda Hotchkiss to send certified copies of the resolution to Congressman Amory Houghton, Senator McGee, Assemblyman Burling, Assemblyman Errigo, and Assemblywoman Young.

Pictometry

Ms. Button stated that she received an invoice from Pictometry and has encumbered the funds. She hopes to receive delivery of the product in March and April and will process the invoice after delivery. Ms. Button indicated that she has been working with Kier Dirlam, Planning Specialist, and that Mr. Dirlam will takeover Pictometry issues after it has been placed on the County's server.

Legislator Crandall, Technology Chairman, stated that the NYS Technology Office is in the process of doing something very similar, and that we should also look into the state information. The state has sectioned off the state and plans to add more sections every year. Our area is scheduled for sometime in 2003. Chairman Sherman stated that part of the state is already on the Internet, and he will provide Ms. Button with the web address.

Meeting Schedule

Committee members agreed to hold future meeting at 10:30 a.m. on the same day as the second board meeting of the month (usually the 4th Monday) every other month beginning in March. The February 27 meeting will be canceled.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

March 25, 2002

RECEIVED

MAR 28 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck

Others Present

D. Button, B. Hotchkiss

Approval of Minutes

The January 30, 2002 minutes were approved on a motion by Burdick, seconded by Crandall and carried.

Upgrade to Telephone System

Brenda R. Hotchkiss, Clerk of the Board, stated that Ronco agreed to honor their July 2001 quote of \$6,635 to upgrade our Meridian 1 PBX from release 23 to release 25 and Meridian Mail Voicemail from release 12 to release 13. These upgrades will keep our telephone system current with the latest technologies. The funds for all expenses associated with this upgrade were placed in the 2002 budget. A motion was made by Burdick, seconded by Palmer and carried to proceed with the upgrade.

Upgrade to Call Accounting System

Ms. Hotchkiss stated that \$995 had been placed in the 2002 budget to upgrade our call accounting system. Since that time, the technology has been further developed, and the upgrade we budgeted for is no longer available. Ms. Hotchkiss received a tentative estimate of \$3,700 to upgrade the current system.

Committee members discussed the possibility of financing the upgrade by incorporating the expense into a grant application with the New York State Archives. Committee members requested Ms. Hotchkiss to investigate this possibility and to contact Jim Tammaro. Mr. Tammaro works for the Local Government Records Services of NYS Archives and Records Administration, and he has helped Allegany County with previous grant applications. Committee members suggested that Ms. Hotchkiss consider attending a grant writing seminar that Mr. Tammaro sometimes holds.

Ms. Hotchkiss reported that when the County building experiences power outages or surges, the call accounting system sometimes loses data or discontinues collecting data. Committee members discussed moving the call accounting computer to the IT Department's offices so that the call accounting system can be placed in a room that is powered by generator in the event of a power outage. Ms. Button, Information Technology Director, stated that the call accounting software could be placed on the network so that the staff in the Clerk of the Board's office will still maintain easy access. A motion was made by Sobeck, seconded by Burdick and carried to proceed with relocating the cost accounting system to the IT Department if the move can be accomplished for under \$500.

Telephone Auditing Services

Allan Rotto Consultants, Inc. has been auditing the County's various telephone bills. Ms. Hotchkiss indicated that although the final accounting has not been completed, it appears that the County will be refunded approximately \$2,500. Allan Rotto Consultants receives 50 percent of any monthly reduction over a 36-month period.

Pictometry

Deborah Button, Information Technology Director, stated that Pictometry was unable to deliver the product the first quarter of 2002 as originally agreed, but that she did hope to receive delivery in April. Committee members briefly discussed how the data will be used and shared with others.

After the product is delivered, Ms. Button plans to work with Kier Dirlam, Planning Specialist, and Steven Presutti, Real Property Tax Director, regarding the uses for Pictometry. Ms. Button will also request input from a few other departments to assess their needs as related to Pictometry.

Committee members suggested that Daniel Guiney, County Attorney, review the Pictometry contract again and outline any limitations regarding its use or the sharing of information. Ms. Button indicated that she would contact other Counties regarding any policies they have related to the use of Pictometry.

Disaster Recovery Plan Grant

Committee members asked Ms. Button if she had heard anything on the grant application she submitted. Ms. Button stated that grant award letters were scheduled to go out around June 25.

Next Meeting

Committee members agreed to hold the next meeting on Tuesday, May 28 at 10:30 a.m. It was noted that Monday, May 27 is Memorial Day.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

April 8, 2002

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APR 09 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, B. Hotchkiss, J. Margeson

Network Technician

Deborah Button, Information Technology Director, requested a resolution to create one additional Network Technician position (Union grade 17) in the Information Technology Department. Ms. Button stated that the funds to hire an additional Network Technician were placed in the 2002 budget. Ms. Button plans to have the new employee work with the current Network Technician troubleshooting computer problems and providing user support throughout the County. Ms. Button hopes to fill the position and have someone in place by May 20. The request was approved on a motion by Regan, seconded by Sobeck and carried. **Prepare Resolution**

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Technology

DATE: April 8, 2002

The Information Technology Department requests a resolution to create one additional Network Technician position (Union grade 17). This position has been put in the budget for 2002. This additional person will work with the current network technician troubleshooting computer problems and user support throughout the county.

FISCAL IMPACT: None - 24,861 already in 1680.1 2002 budget.

For further information regarding this matter, contact:

Debbie Button, Director of Information Technology

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**NOT
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TECHNOLOGY COMMITTEE

May 28, 2002

John Wargason

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MAY 30 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, K. Dirlam, K. Hooker, B. Hotchkiss

Approval of Minutes

The March 25, 2002 minutes were approved on a motion by Burdick, seconded by Regan and carried. The April 8, 2002 minutes were approved on a motion by Palmer, seconded by Burdick and carried.

Call Accounting System

Committee members discussed the plan to relocate the telephone call accounting system to the Information Technology Department. All necessary cable has been installed in the IT Department, but the current software does not have the capability to be accessed remotely. Ms. Button, IT Director, indicated that it could be accessed by using the PC AnyWhere software program if the employees in the Clerk of the Board's office dialed into the computer. Committee members requested Ms. Hotchkiss and Ms. Button to proceed with the move.

Committee members also requested Ms. Hotchkiss to continue to investigate the possibility of financing an upgrade to the call accounting system by incorporating the expense into a grant application with the New York State Archives. Ms. Hotchkiss indicated that she received an estimate of approximately \$8,000 from Ronco to upgrade the call accounting system, but that price also included a PC.

Pictometry

Deborah Button distributed copies of a draft letter to town supervisors regarding Pictometry. The package Ms. Button put together includes considerations for implementing electronic field study, system requirements for running the program, as well as an authorized user agreement. Committee members also received a previously distributed memo from Daniel Guiney, County Attorney, regarding the restrictions on use of system software and maps as related to the Pictometry Agreement.

Ms. Button indicated that the best way to share Pictometry information with others would be by using a portable hard drive. The package consists of approximately 22,000 images. Committee members discussed the towns using Pictometry. A few legislators expressed concern that some towns will not have the computer capabilities needed. Legislator Sobeck suggested that towns could come to the County for the information that they need. Towns wishing to have Pictometry placed on a hard drive should confirm the adequacy of their hard drive with Ms. Button. Legislator Crandall suggested holding a training session with representatives from the towns.

Committee members briefly discussed the draft user agreement and expressed concern about improper use or sharing of the Pictometry images. Committee members want better clarification on where to draw the line of what is County business, and when the images should actually be sold. When is it publishing that should be paid for, and when is it County business? Ms. Button will review the user agreements with Attorney Guiney. Kier Dirlam, Planning Specialist, and Ms. Button plan to meet with Attorney Guiney to obtain a better understanding of what we can and can't do with the Pictometry images.

Ms. Button and Mr. Dirlam will produce another letter to the town and village supervisors including a list of who to call for technical questions, troubleshooting, demonstrations, etc. It will also be noted that anyone wanting to use the Pictometry system in-house can contact the Real Property Tax Department, Planning, IT Department, Public Works, or E-911.

Committee members asked if there was a separate County user agreement. Ms. Button will consult Attorney Guiney, and they will produce an agreement defining the proper usage of Pictometry for all County users to sign. Ms. Button noted that the proper usage of Pictometry was addressed in the training classes.

Web Site

Ms. Button stated that Lance Technology out of Houghton contacted her regarding a "facelift" for the County web site. Ms. Button feels the company could be a tremendous help. She would need to provide them a server. In addition to updating our web site, Lance Technology would provide training on how to make changes to the web site right from the County on an ongoing basis. Ms. Button indicated that she hopes to eventually house our web site here at the County. Ms. Button hopes to work with Tourism and Planning to help finance the cost of Lance Technology. Legislator Regan suggested that Ms. Button get suggestions from users about possible changes.

Next Meeting

Committee members agreed to hold the next meeting on Monday, July 22 at 2 p.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

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**NOT
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TECHNOLOGY COMMITTEE

July 8, 2002

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ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, E. Burdick, J. Palmer, R. Sobeck

Others Present

D. Button, B. Hotchkiss

Data Processing Aide

Deborah Button, Information Technology Director, requested approval to hire a temporary Data Processing Aide for the summer. Ms. Button indicated that her 2002 budget included \$3,000 for this temporary position. Legislator Sobeck asked Ms. Button if the temporary position was necessary. Ms. Button indicated that the Data Processing Aide would be doing a lot of data entry and helping with the County web page. A motion was made by Palmer, seconded by Sobeck and carried approving the hiring of a temporary Data Processing Aide with the understanding that expenditures for this position will not exceed \$3,000.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

July 22, 2002

J. Margeson
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JUL 26 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, B. Hotchkiss, J. Margeson

Approval of Minutes

The May 28, 2002 minutes were approved on a motion by Burdick, seconded by Sobeck and carried.

Call Accounting System

The call accounting system has been moved to the Information Technology Department. Although the employees in the Clerk of the Board's office can access some of the information by using the PC AnyWhere software program, the call accounting software is DOS based and does not operate as well as we had hoped.

Ms. Hotchkiss indicated that she believed that the central service telephone budget could finance the cost of upgrading the telephone call accounting software at this time, and that both John Margeson, County Administrator, and Deborah Button, IT Director, support the idea. Ms. Hotchkiss stated that the original quote from Ronco was approximately \$8,000, but that quote included several items such as a computer that we will not need. Ms. Button plans to review the quote to determine which items might not be necessary. Committee members discussed the need to keep our technology current as well as the previous idea of including an upgrade to the software in a grant. Following the discussion, committee members agreed that it would be best to upgrade the call accounting software this year.

Budget Performance Reports

Brenda Hotchkiss distributed a summary of long distance and local telephone service costs from January 1997 through July 2002. It was noted that our long distance telephone charges have decreased considerably since installing the T-1 in 1999.

Ms. Hotchkiss also distributed a copy of the central service telephone account balances noting that 51 percent of the 2002 contractual account telephone budget has been used.

Deborah Button distributed a summary of the Information Technology account balances noting that 46 percent of the personnel services, 32 percent of the equipment, and 41 percent of the contractual 2002 budget have been used.

LGRMIF Grant

Ms. Button requested approval to accept a \$12,000 grant from the Local Government Records Management Improvement Fund (LGRMIF). Ms. Button indicated that the grant application was for \$56,767.87, and the County was awarded \$12,000 to finance the cost of services to complete a Disaster Recovery and Business Continuity Plan. The funds should be appropriated to A1680.430 (Central Service Computer – Contractual) with a like sum credited to revenue account A.10 3060.00. The request was approved on a motion by Sobeck, seconded by Palmer and carried. **Refer to Ways and Means**

Committee members briefly discussed applying for a grant again next year.

Network Technician

Ms. Button stated that the Network Technician hired in May plans to pursue another opportunity and will be leaving. Ms. Button requested permission to fill the vacancy. The request was approved on a motion by Burdick, seconded by Regan and carried.

Pictometry

Ms. Button stated that she had just received the newest update correcting the print screen feature from Pictometry, and that she is ready to send letters to town supervisors. Ms. Button stated that she has been working with the County Attorney on a user agreement.

Committee members discussed general uses and restrictions regarding Pictometry and how other entities using Pictometry will be affected. John Margeson, County Administrator, suggested that these issues should be discussed further with the County Attorney.

Web Site

Committee members asked how the web site update was coming. Ms. Button indicated that it should be completed in approximately three months, and that she is waiting for some photos of Allegany County that the Tourism Specialist plans to provide. Committee members requested Ms. Button to demonstrate the uses of the web page at the next Technology Committee meeting or to the full board if she is ready sooner. Legislator Regan mentioned the importance of getting others' opinions and ideas regarding the page.

Next Meeting

Committee members agreed to hold the next meeting on Monday, September 23 at 2:30 p.m.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Technology

DATE: July 24, 2002

The Information Technology Department requests a resolution to accept a \$12,000.00 grant from the Local Government Records Management Improvement Fund (LGRMIF) and appropriate the money to my contractual account A 1680.430 and the revenue to A.10 3060.00. This grant is for services to complete a Disaster Recovery and Business Continuity Plan for Allegany County.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Debbie Button, Director of Information Technology

268-9800

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

September 23, 2002

John Margeson

RECEIVED

SEP 23 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, K. Hooker, B. Hotchkiss, J. Margeson

Approval of Minutes

The July 8, 2002 minutes were approved on a motion by Palmer, seconded by Burdick and carried. The July 22, 2002 minutes were approved on a motion by Sobeck, seconded by Palmer and carried.

Call Accounting System

Ronco is in the process of upgrading our call accounting system. They are loading the software now, and we hope to have the new system in place shortly.

Transfer of Funds

Deborah Button, Information Technology Director, requested a resolution to transfer \$6,000 from A1680.201 (Central Service Computer – Equipment) to A1325.405 (Treasurer – Contractual). The \$6,000 was originally placed in the A1680.201 account to purchase computers for the Treasurer's Department; however, due to employee turn over the money is needed for training from New World Systems on the financial system. It was decided that the computer purchase would be eliminated in order to fund the training. The request was approved on a motion by Burdick, seconded by Palmer and carried. **Refer to Ways and Means**

Web Site

Ms. Button and Keith Hooker, Network Administrator, demonstrated various new web site options and asked committee members for comments and suggestions. Committee members complimented the IT Department on the look and user-friendly format of one of the proposed options. Ms. Button plans to incorporate suggestions made by committee members into the site and hopes to have it ready to use in the near future.

Information Technology – Budget Review

Deborah Button presented her 2003 budget. Motion was made by Burdick, seconded by Regan and carried to approve the Information Technology 2003 departmental budget as recommended by the Budget Officer, John Margeson.

John Margeson, County Administrator, complimented Ms. Button on her work on the web page and also thanked her for her help in inputting information for the 2003 budget. Mr. Margeson commended Ms. Button's efforts and fine service to the County.

Central Service Telephone – Budget Review

Brenda Hotchkiss presented the 2003 central service telephone budget. Motion was made by Regan, seconded by Palmer and carried to approve the central service telephone 2003 budget as recommended by the Budget Officer, John Margeson.

Next Meeting

The next Technology Committee meeting will be at 11 a.m. on November 25, 2002.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda R. Hotchkiss, Clerk
Allegany County Board of Legislators

MEMORANDUM OF EXPLANATION

Intro. No. _____
(Clerk's Use Only)

COMMITTEE: Technology

DATE: September 23, 2002

The Information Technology Department requests a resolution to transfer \$6,000.00 from A1680.201 to A1325.405. This money was put in 1680.201 to purchase computers for the Treasurers Department. However, due to turn over in the Treasurers Department the money is needed for training from New World Systems on the Financial System. After consulting with the County Treasurer it was decided that computer purchase would be eliminated in order to fund this training.

FISCAL IMPACT: None

For further information regarding this matter, contact:

Debbie Button, Director of Information Technology

268-9800

**NOT
APPROVED**

TECHNOLOGY COMMITTEE

November 25, 2002

John Margeson

RECEIVED

DEC 04 2002

ALLEGANY COUNTY
BOARD OF LEGISLATORS

Committee Members Present

C. Crandall, P. Regan, E. Burdick, J. Palmer, R. Sobeck, E. Sherman

Others Present

D. Button, K. Hooker, B. Rigby, A. Woodruff

Approval of Minutes

The September 23, 2002 minutes were approved on a motion by Palmer, seconded by Burdick and carried.

Pictometry

Keith Hooker, Network Administrator, briefly discussed Pictometry and indicated that seven internal departments, two assessors, and one mayor currently have Pictometry on their computers. Mr. Hooker estimates that Pictometry gets used approximately eight times a week for about 10 minutes each time.

Committee members briefly discussed the NYS Office of Technology Digital Orthoimagery Program. Committee members questioned if people are using the many features that Pictometry has to offer. Deborah Button, Information Technology Director, stated that they plan to give a demonstration to key personnel in certain departments that might benefit from the Pictometry applications after the first of the year. Ms. Button will notify the legislators when a date has been set for the demonstration.

Legislator Sobeck indicated that the Pictometry Program has paid off for the Town of Alma as nine camps were found on properties in Alma that had been listed as vacant parcels.

Call Accounting System

Brenda Rigby, Clerk of the Board, stated that the call accounting system has been upgraded and appears to be functioning well. Ms. Rigby did indicate that they have been experiencing a little difficulty in obtaining the desired reports.

Web Site

Ms. Button indicated that the Web site is coming along, and she hopes to have it fully functional in January. Ms. Button plans to have a demonstration ready for the full Board in January or February.

Ms. Button noted that minutes for the last two years have been placed on our Web site and questioned whether it was necessary to include minutes from prior years. After a brief discussion, a motion was made by Palmer, seconded by Sobeck and carried to only include minutes for a two-year period on the Web site. Ms. Button stated that she would post a notice on our Web site indicating that minutes from previous years could be obtained in the Clerk of the Board's Office.

Equipment Purchase Request

Ms. Button requested approval to purchase a network switch for approximately \$1,500 that will enable them to add the 15 additional computers installed in the Health Department to the network. The request was approved on a motion by Burdick, seconded by Palmer and carried.
Refer to Ways and Means

Next Meeting

The next Technology Committee meeting will be at 11 a.m. on January 27, 2003.

Adjournment

There being no further business to come before the committee, the meeting was adjourned.

Respectfully submitted,

Brenda A. Rigby, Clerk
Allegany County Board of Legislators